

CUMBERLAND PACKAGING LIMITED

MANUFACTURERS OF CORRUGATED PACKAGING PRODUCTS



Information for Coronavirus outbreak (COVID-19)

Advice for Employees and Visitors.

In accordance with government and Public Health England advice on the current Coronavirus outbreak. Please follow the follow guidance to reduce the risk to yourself and others as much as possible.

Wash your Hands:

Make sure that you wash your hands regularly, particularly

- on arrival before starting work and before going home.
- before eating.
- after using the toilet.

Paper towels:

- Dry your hands with the paper towels provided and dispose of the used towels in the bins provided.
- If towels are running out, please report this to the production office.

Symptoms:

The main symptoms are:

- **A cough.**
- **High temperature(fever).**
- **Shortness of breath.**

These symptoms do not mean that you do have the illness as the symptoms are very similar to a cold or flu.

What to do If you suspect you may have the virus whilst at work:

Tell someone immediately, we may isolate you in a small office and ask you to call 111 on your mobile phone. You will be asked to keep at least 2 metres away from any other person to minimise the risk of infection to them. Do Not leave the site until you have been advised on what to do on 111.

Reporting unfit for work: Sickness reporting procedures remain unchanged. Inform your manager As Soon As Possible if you are unable to attend work.

For more information please see the following link: <https://www.nhs.uk/conditions/coronavirus-covid-19/common-questions/>

Advice for stopping virus spread



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

Source: NHS

BBC